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ABSTRACT

A one-third random sample survey of 1,128 nonteaching, full-time employees (clerical, trades, technical, professional, managerial, and instructional support categories) of the Toronto Metropolitan Board of Education was conducted to determine their degree of interest in part-time work. The analysis, based on questionnaire responses of 458 current employees, indicated that the level of interest in part-time work at any one time is relatively low, about 12% evenly split among males and females. However, 33% of the employees reported an interest in part-time work at some point in their lives, with interest over the total working life being higher among women than men. Most employees with an interest in part-time work preferred such a schedule for a relatively brief period of their lives, from one to five years. Reasons for a preference of part-time employment included: other interests, further education, child care, and other family responsibilities. A second questionnaire was mailed to 203 married women who had left Board employment between 1972 and 1975. The 102 responding employees showed a higher degree of interest in part-time work, with 37% presently preferring part-time employment and 69% preferring future part-time work. Questionnaires are appended. (EA)

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# A STUDY OF INTEREST IN PART-TIME EMPLOYMENT AMONG NON-TEACHING EMPLOYEES OF THE BOARD

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#132

September, 1975.

PART-TIME STUDY (NON-TEACHING EMPLOYEES)


## Abstract

A survey was conducted to assess the degree of interest among non-teaching employees of the Metropolitan Board of Education in part-time work. The employees surveyed included people in clerical, trades, technical, professional, managerial, and instructional support categories.

The primary findings of the study are as follows:

1) The level of interest in part-time work at any one time is relatively low, about 12%, and is evenly split among men and women.
2) However, a full third of all employees report an interest in part-time at some point in their lives. Interest over the total working life is higher among women than among men.
3) Most employees having an interest in part-time work would like such a schedule for a relatively brief period of their working lives, in most cases from 1 to 5 years.
4) A variety of reasons were given for interest in part-time, the most important of which are (in decreasing order): pursuit of other interests, further education, child care, and other family responsibilities.
5) A small survey of married women who had left the employ of the Board showed a higher level of interest in part-time work. Thus, interest can only truly be assessed by looking at the total pool of potential employees.

The report also includes some discussion of variation in interest by age and type of job, differences among men and women in reasons for part-time work and the type of schedule desired, and difficulties in conducting this type of survey.

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# INTRODUCTION

Within recent years, a growing proportion of the work force has been comprised of part-time workers, by which is generally meant workers who are employed for less than 35 hours per week. The 1960's in Canada, for example, saw a 3 per cent increase in the work force per annum but a 9.5 per cent increase per annum in the number of part-time workers. Thus, the part-time was growing over three times as fast as the full-time sector (Hallaire, 1968). By the middle sixties in Canada, 17.3 per cent of all working women were employed part-time. Because of the unequal distribution of women workers throughout the labour force, part-time workers are concentrated in certain industries. Thus, 33 per cent of all teachers and 23 per cent of all nurses were employed part-time (Women's Bureau Bulletin, 1966). This level of part-time employment is not unusual in the West. In Britain and the United States, 24 per cent of all employed women are working part-time; in Germany the figure is 11 per cent and in Sweden a remarkable 55 per cent (Hallaire, 1968).

The growth of part-time employment is due to a variety of economic and psycho-social factors. From the employer's point of view, the decision to hire part-time employees is probably an attempt to cope with a shortage of qualified workers. The employee who accepts part-time work is likely to be a married woman with family responsibilities. Thus, from the employee's point of view, the increase in part-time work is due to changes in the role of women, particularly within the family (Hallaire, 1968).

Both of these forces obviously come together in a 1967 experiment in part-time by the Public Service Commission of Canada. Shortages of qualified personnel had been identified in the Economic, Statistician, and Librarian classification. Studies indicated that qualified personnel existed who were female, and who were not available to the work force because of family responsibilities. These women wanted to make use of their education and remain current in their careers, yet they felt that their children still needed them a great deal at home. The result was a limited pilot project for thirty employees in these fields (Archibald, 1970).

Many arguments have been advanced for and against the use of part-time workers. In addition to tapping additional manpower resources and satisfying the felt needs of women, it has been argued that the use of part-time workers increases productivity. Part-time workers, because they are on the job for a shorter period of time, suffer less fatigue. For the same reason they have lower rates of absenteeism. Part-time workers can be brought in during peak periods of demand without a commitment on the part of the employer to provide for them a full year's work and salary. Hiring additional part-time workers as needed throughout the year is less costly than paying full-time employees to work overtime (Hallaire, 1968).

These latter two arguments are part of the reason that unions have traditionally opposed the extension of part-time employment. However, within the scope of this report, we are concerned only with part-time work that is regular. Thus, the employment of part-time workers during peak periods or when an overload occurs is not within our frame of reference.

Unions have also objected to part-time workers because they traditionally are hired at a lower rate of pay and do not receive fringe benefits. However, this study is concerned with part-time work for which job security and all benefits are pro-rated, i.e. allocated proportionate to the amount of time worked. Thus, the part-time worker is not made a cheap source of labour.

In Ontario, part-time workers are subject to all of the laws governing working conditions, with the exception that part-time employees working less than twenty-four hours a week for one employer may be exempted from coverage by unemployment insurance. Part-time employees working twenty-four or more a week can usually be included in any bargaining unit (Women's Bureau Bulletin, 1966). Thus, part-time work need not undermine union strength.

Other arguments against part-time have come from management. A common complaint is that there are certain fixed costs associated with any employee, and that the use of part-time workers thereby raises administrative costs. However, Hallaire after a survey of firms in six countries, concludes that the additional costs are negligible.

Other management problems associated with part-time involve possible conflict between part-time and full-time workers, and an additional management burden in organizing the work of people who are present for only part of a working day. This is a real problem, and it is certainly true that some jobs are more amenable to part-time than others (Hallaire, 1968).

The Women's Advisory Committee of the Board has been interested in part-time work as a tool for increasing the number of women in positions of responsibility by allowing them to maintain their professional ties

during the years when they feel child rearing responsibilities are primary. On November 2, 1972 the Board(pg. 786) adopted the "principle of continuous part-time employment for qualified(non-teaching) staff", and a planning committee was established to implement part-time work.

On August 30, 1973, the Board(pg. 624) approved a pilot project in which fifteen non-teaching employees who were previously working full-time were accommodated on a half time basis(i.e. 17 1/2 hours per week). Salary and all fringe benefits were pro-rated, and union status was retained. The project was later modified to allow for the inclusion of employees working up to twenty-four hours per week, at the discretion of the management.

On November 1, 1973 the Board requested that a study be conducted of interest in part-time work among non-teaching employees of the Board. This study was delayed because it was felt that the budget deliberations of the following spring had created a great deal of anxiety among employees about the loss of their jobs, and that a query regarding part-time would be interpreted as a further attempt to reduce staff. The present study was eventually initiated in January of 1975. Similar studies are also underway by the Ontario Ministry of the Treasury, Economics, and Intergovernmental Affairs, and the Ontario Ministry of Revenue.

For further information on the general issue of part-time work, consult "Women and the status of part-time work", a review and annotated bibliography by Board librarian, Evelyn Bayefsky(Ontario Library Review, June, 1974).

## METHOD

### Survey of Current Employees

A one-third random sample was drawn of all full-time non-teaching employees of the Board. It was possible to eliminate most employees from the sample who were already working part-time. Those whom we could not identify initially, were later dropped from the sample on the basis of their responses to the questionnaire.

A brief questionnaire was mailed to each of the 1128 employees so drawn. In order to insure confidentiality, the mailing of the questionnaire and the coding of the data was handled by an independent market research firm. The questionnaire elicited background information on sex, age, number of years with the Board, and job category. Employees working on a twelve month year were asked if they might prefer a ten month schedule. Interest in part-time work was assessed by asking employees the following set of questions:

(i) Would you want to work part-time now on a regular basis? yes _____ no _____

(ii) Was there a time in the past when you would have wanted to work part-time? yes _____ no _____

(iii) Do you think you would want to work part-time in the future? yes _____ no _____

Those who answered "yes" to any of these three questions were asked to indicate what type of part-time schedule they would prefer, for how long they would (have) like(d) to work part-time, the reason for their interest, whether or not they knew someone with whom they could share their job, and whether or not they would be willing to give up any fringe benefits in order to work part-time. A copy of the questionnaire appears in Appendix A.

Two employee union groups objected to the Board surveying employees about items which are covered by collective agreements. All members of these unions were sent letters requesting them not to respond to the survey. Since the two locals involved are large, it is likely that this action was partly responsible for our failure to obtain a better response rate.

Employees who did not return the questionnaire within a two week period were sent a reminder. Nevertheless, only 553 or 49 per cent of the sample eventually responded. This was fairly evenly divided between the sexes — 48 per cent male and 52 per cent female.

Since males comprise 56 per cent of the Board's non-teaching employees, they are somewhat underrepresented in the sample. This may have been due to the action of the above mentioned unions, most of whose members are male. However, this disparity between the sexes is not very great.

In addition to a general objection on the parts of some unions to this type of survey, some unions were uneasy about the question on fringe benefits. One union instructed its members not to answer that question, or, in answering it, to indicate that they were not willing to give up any fringe benefits. Not many people failed to answer, but we have no idea how many answered in accordance with the union direction in contradiction to their real feelings.

Thus, there are grave difficulties encountered in attempting to do this kind of a survey. Another problem is that employees who failed to respond to the survey are more likely to be those who have no interest in part-time work. In fact it is reasonable to assume that employees with

a strong interest in part-time employment would be likely to disregard any union directive not to respond.

Unfortunately we have no idea what the response rated was among union and non-union members. However, there was also an indication that some very interested employees did not respond because they feared, rightly or wrongly, that it might jeopardize their current position.

Survey of Former, Married Female Employees

A second survey was designed to complement the major part of the study. We felt that part-time interest was likely to be highest among married women with child care responsibilities. We also felt that people with the greatest need for part-time work might have already left the employ of the Board. Therefore, we decided to mail a similar questionnaire to married women who had, fairly recently, resigned their position with the Board.

Two hundred and three married women had left the Board between January, 1972 and the first few months of 1975, approximately a three year period. The addresses of these women were obtained from Board records, and a similar questionnaire was mailed to them(see Appendix B). Postal replies indicated that 20 per cent had moved. Of the remaining 163, we received a response from 113 or 69 per cent. Eleven of these were from people who had been employed on a part-time basis. These were eliminated from the sample, leaving a total of 102 replies.

Of the 553 questionnaires returned from full-time employees, 95 were from people working part-time. These were also eliminated from the sample. Thus, the following analysis is based on the replies of 458 current employees, both male and female, and 102 former married female employees of the Board.

## RESULTS

### Current Male and Female Employees

Forty-nine full-time employees or 12 per cent of the sample said that they were currently interested in part-time work. Interestingly enough, there was equal interest among men and women.

Past interest in part-time work was even higher(17 per cent), and future interest was higher still(29 per cent). Overall, 33 per cent of all employees visualized an interest in part-time work at some point in their lives. However, employees evidently are not aware of the degree of interest among their colleagues. Only 18 per cent of those with an interest in part-time work knew someone who also was interested and with whom they could share their job.

In general, the level of interest in part-time work is considerably higher among younger employees. This is seen in Table 1 which gives the per cent of employees by age who expressed an interest in past, present, and future part-time work. This trend toward decreasing interest with increasing age holds for both men and women with one exception. The exception appears in Table 1 under past interest. Here it is seen that it is not among the youngest employees who are interested in part-time work, but those in the 35-44 year age bracket. However, this exception to the general trend is solely accounted for by the responses of female employees. Male employees, when looked at separately, show the usual pattern of decreasing interest with increasing age. The higher degree of past interest among older women may reflect child rearing patterns. As will be seen, women frequently desire part-time work in order to care for their children. But the children of women in the 35-44 year age bracket are generally in school and no longer require continuous care.

TABLE 1

PER CENT OF EMPLOYEES HAVING AN INTEREST IN PAST, PRESENT, AND FUTURE PART-TIME WORK BY AGE

| Age | Interest in Part-time Work | | |
|---|---|---|---|
| | Past [a] | Present [b] | Future [c] |
| 24 or less (n=18) | 22 | 28 | 56 |
| 25 to 34 (n=82) | 17 | 13 | 39 |
| 35 to 44 (n=88) | 28 | 15 | 32 |
| 45 to 54 (n=146) | 15 | 10 | 24 |
| 55 or more (n=96) | 12 | 6 | 23 |
| TOTAL | 18 | 11 | 30 |

a $x^2 = 9.10$, $p < .06$, contingency coefficient = .14
Pearson's contingency coefficient is a measure of the strength of association between 2 variables.

b $x^2 = 10.0$, $p < .04$, contingency coefficient = .15

c $x^2 = 13.77$, $p < .01$, contingency coefficient = .18

## Past and Future Interest in Part-time Work

Current interest in part-time work, it has been noted, is no higher for women than for men. This is not true for past or future interest. Over twice as many women (25 per cent) as men (10 per cent) would have liked to work part-time in the past, and a similar discrepancy can be noted for future interest — 39 per cent for women versus 19 per cent for men.

Interest in part-time work also varies somewhat by job (see Table 2). There is no significant difference among job categories for present interest, but past and future interest is especially high among clerical, professional and instructional categories, jobs where women are concentrated.

TABLE 2

PER CENT OF EMPLOYEES HAVING AN INTEREST IN PAST, PRESENT, AND FUTURE WORK BY JOB TYPE

| Job Type | Interest in Part-Time Work | | |
|---|---|---|---|
| | Past[a] | Present | Future[b] |
| Clerical (n=121) | 20 | 11 | 39 |
| Trades (n=114) | 11 | 13 | 18 |
| Technical (n=49) | 10 | 2 | 20 |
| Professional (n=46) | 27 | 11 | 48 |
| Managerial (n=21) | 15 | 14 | 20 |
| Instructional (n=67) | 28 | 18 | 32 |

a $x^2$ =14.54, $p < .04$, contingency coefficient = .18

b $x^2$ =24.87, $p < .001$, contingency coefficient = .23

## Scheduling of Part-time Work

A further indication of the degree of interest in part-time work is the fact that 23 per cent of twelve month employees desire a ten month year. This interest is greater among women than among men (31 per cent versus 19 per cent).

Of workers interested in part-time work, either past, present or future, there was a difference by sex in the type of schedule they would prefer. The most common request among men(43 per cent) was for a partial year while women(52 per cent) opted for half time throughout the year(see Table 3).

Thirty-six per cent of the sample were already working a ten month year. It is interesting to note that ten month employees were even more likely than twelve month employees to desire a reduced work week. This was true for past(27 per cent versus 12 per cent), present(15 per cent versus 9 per cent), and future(41 per cent versus 22 per cent) interest.

The reason for this is not clear. However it may be explainable by the facts that -

1) 10 month jobs may attract people who are interested in working part-time,
2) most(88%) ten month employees are women,
3) many women as will be seen, want a reduced work schedule in order to care for children.

As was seen above, women more often than men want a half time job which lasts all year. This may be because of the continuous nature of child care responsibilities.

TABLE 3

PER CENT OF EMPLOYEES DESIRING VARIOUS PART-TIME SCHEDULES BY SEX

| Schedule | Sex[a] | |
|---|---|---|
| | Men | Women |
| 7-14 hours/week | 11 | 4 |
| 15-21 hours/week | 16 | 52 |
| 22-28 hours/week | 30 | 26 |
| full-time but part week | 43 | 18 |

a $x^2 = 20.95$, $p < .0001$, contingency coefficient = .35

There were also differences by sex in the number of years employees would like to maintain a part-time schedule. Of the women desiring part-time work, most envisaged maintaining this schedule for only one to five years(see Table 4). Men were more variable in their response. A large group of men wanted part-time for only six months or a year, while the rest would like part-time for five or more years.

## Reasons for Interest in Part-time Work

One might suppose that women generally want a reduced work schedule in order to care for their children. However, this was true for only about one quarter of the women desiring part-time work in the present sample(see Table 5). It is significant, of course, that no men wanted part-time for this reason.

TABLE 4

PER CENT OF EMPLOYEES DESIRING
PART-TIME FOR VARIOUS LENGTHS OF TIME

| Number of Years | Sex[a] | |
|---|---|---|
| | Men | Women |
| Less than 1 year | 9 | 4 |
| 1 year | 23 | 11 |
| 1 to 5 years | 26 | 53 |
| 5 to 10 years | 23 | 21 |
| More than 10 years | 19 | 11 |
| TOTAL | 100 | 100 |

a $x^2 = 10.37$, contingency coefficient = .26

TABLE 5

PER CENT OF EMPLOYEES GIVING VARIOUS REASONS
FOR INTEREST IN PART-TIME WORK BY SEX

| Reasons | Sex[a] | |
|---|---|---|
| | Male | Female |
| Child Care | 0 | 26 |
| Other Family Responsibilities | 14 | 17 |
| Other Interests | 36 | 31 |
| Further Education | 23 | 15 |
| Second Job | 7 | 1 |
| Health | 7 | 3 |
| Other | 14 | 7 |

a $x^2 = 19.26$, $p < .004$, contingency coefficient = .34

However three quarters of the women gave other reasons. And although the percentage of men choosing each of these other reasons was higher than the percentage of women, the similarities between men and women are more striking than the differences.

Seventeen per cent of the women wanted part-time in order to better fulfil other family responsibilities; but so did fourteen per cent of the men. Thirty-six per cent of the men, the largest group, wanted to pursue other interests; but so did thirty-one per cent of the women. 23% of the men and 15% of the women wanted part-time in order to study. The remaining employees wanted part-time because of a second job, health reasons, or miscellaneous.

## Part-time Work and Fringe Benefits

Employees interested in part-time work were asked whether or not they would be willing to give up certain fringe benefits in order to obtain it. Resounding "no's" were given by both men and women to giving up sick leave(84 per cent), vacation(82 per cent), and statuatory holidays (77 per cent). Similar proportions of men also said "no" to giving up pension(83 per cent), insurance(71 per cent), extended health care(78 per cent), and OHIP coverage(88 per cent). Women, by and large, also wanted these options, but in fewer numbers than the men: pension(62 per cent), insurance(44 per cent), extended health care(52 per cent), OHIP(64 per cent).

The fact that some employees would be willing to give up certain fringe benefits should not necessarily be interpreted as meaning that they do not appreciate them. Another interpretation is that part-time is of such potential value to some employees that they are willing to sacrifice in order to get it.

## Former Married Female Employees

Former married female employees were, generally, younger and had fewer years experience with the Board than current female employees. Half of the former employees were in the 25 - 34 year age bracket and half had been with the Board for a period of one to five years. A fair number, however, were more mature, seasoned employees. Thirty-four per cent were over 35 years of age, and 47 per cent had more than five years experience with the Board.

As expected, women in this group had a higher degree of interest in part-time work. Thirty-two per cent said they would have wanted to continue with their job part-time at the time they left. Thirty-seven per cent would like to work part-time at the present time, and a full 69 per cent would like to work part-time in the future. Seventy-one per cent had an interest in part-time at some point in their lives.

This data is consistent with what these women are doing now. Only 29 per cent are employed full-time at the present time. Twelve per cent were employed part-time, 8 per cent were studying, and the remainder, 50 per cent were occupied at home.

Family responsibilities loomed high among the reasons given for leaving. Fifty-two per cent left to raise a family or to fulfill other family responsibilities. The rest left for a variety of reasons: another job (17 per cent), further education (6 per cent), hobbies and other interests (5 per cent), poor health (3 per cent), and other (18 per cent). The "other" category consisted mainly of people who moved out of town.

Women wishing to work part-time were willing to give up quite a few fringe benefits in order to do so. Most people in this group wanted paid sick leave, paid vacation, and paid statuatory holidays, however, in fewer numbers than either men or women currently employed (see Table 6).

The remaining fringe benefits were insisted upon by only a minority of the women: pension (35 per cent), life insurance (23 per cent), extended health care (28 per cent), and OHIP (47 per cent).

TABLE 6

PER CENT OF CURRENT MALE, FEMALE, AND FORMER MARRIED FEMALE EMPLOYEES NOT WILLING TO GIVE UP VARIOUS FRINGE BENEFITS IN ORDER TO WORK PART-TIME

| Benefit | Employee Group | | |
|---|---|---|---|
| | Current | | Former Married |
| | Male | Female | Female |
| Sick Leave | 84 | 84 | 66 |
| Vacation | 82 | 82 | 59 |
| Statutory Holidays | 77 | 77 | 67 |
| Private Pension Plan | 83 | 62 | 35 |
| Life Insurance | 71 | 44 | 23 |
| Extended Health Care | 78 | 52 | 28 |
| OHIP | 88 | 64 | 47 |

## CONCLUSIONS AND IMPLICATIONS

Our survey of non-teaching employees of the Board indicates that there is a definite interest in part-time work. Furthermore, this interest is not the sole province of women with child care responsibilities.

Twelve per cent of the sample said that they would prefer to work part-time right now. This was evenly divided among men and women. Of those working on a twelve month year, 23% would like their schedule reduced to ten months, in addition to the 36% who were already working only ten months. A full 33% have an interest in a part-time schedule at some point in their lives, if not the present, then the past or the future.

Desire for part-time work in the past or in the future was more frequent among women than among men. There was also considerably higher interest among professional, instructional, and clerical employees, who usually are women, and among younger and newer employees.

There was not as much difference between men and women as might be expected in the reasons given for wanting part-time work. About one quarter of the women wanted part-time because of child care responsibilities. No men chose this reason, but almost as many men as women wanted part-time because of other family responsibilities(14% versus 17%). More men than women chose each of the other reasons, but the differences were not very great. The most important of these were: other interests(men - 36%; women - 31%), and further education(men - 23%; women - 15%).

There were also some differences among men and women in the part-time schedule they would prefer and in how long they would want this schedule to continue. Men typically preferred a schedule in which they would work full-time, but for only part of the year. There was no pattern to the number of years they would desire this to continue. Women, on the other hand, most frequently desired a full-year but half-time schedule which would continue for only one to five years.

Most employees would not be willing to give up fringe benefits in order to work part-time. This was especially true for sick leave, vacation, and statuatory holidays. However, a fair number of women would be willing to give up pension, insurance, extended health care, and OHIP.

The potential usefulness of part-time is seen even more clearly by looking at married women who had left the Board during the last three years. Thirty-two per cent would have stayed if part-time work had been available. Seventy per cent expressed an interest in part-time work at some point in their lives. This represents 70 experienced workers who have been recently lost to the Board because of the unavailability of part-time work. Most of these women left because of child care or other family responsibilities.

There were grave difficulties encountered in doing this type of survey, both objections from unions and fear on the part of individual employees that expressing an interest in part-time would jeopardize their current position. The response rate to the survey was not very great, only 50%. But because of the variety of reasons for not responding, it is difficult to estimate how this might have affected the results.

About all that we can say is that there is a definite interest in part-time work among the non-teaching employees of the Board. Our best estimate of the degree of this interest is the figures we have obtained. A full survey covering all employees might show it to be either higher or lower, but we would not expect the conclusions that have been reached to be drastically altered.

If there were a substantial number of interested employees who were afraid to respond, inclusion of them would raise the figures somewhat. But we really have no reason to believe that their number is great. On the other hand, it is likely that many of the people who did not respond have no interest in part-time work, or they would have taken the time to fill out the questionnaire. If we make the very stringent assumption that everyone who failed to respond was of this type, we would have to divide our estimates in half. But even doing so would still leave us with a substantial degree of employee interest - 6% interested at the present time, and 17% who visualize an interest at some point in their lives. However, the best estimate is still the figures that were obtained as the result of the survey - 12% current interest and a total of 33% with an interest that either looks to the past, the present, or the future.

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APPENDIX A

## QUESTIONNAIRE ON PART-TIME WORK

1. How long have you been an employee of the Toronto Board of Education?

| | |
|---|---|
| Less than 1 year | ☐ 1 |
| 1 - 5 years | ☐ 2 |
| 5 - 10 years | ☐ 3 |
| 10 - 15 years | ☐ 4 |
| More than 15 years | ☐ 5 |

2. What is your job? _____

_____

In what category would you place it:

| | |
|---|---|
| Clerical & Office - e.g. secretary, messenger, bookkeeper | ☐ 1 |
| Maintenance & Trades - e.g. carpenter, matron, driver, foreman | ☐ 2 |
| Food Services - e.g. cafeteria worker | ☐ 3 |
| Technical & Semi-professional - e.g. teaching aids technician, draftsman, stationary engineer, data processing worker, library worker | ☐ 4 |
| Professional - e.g. psychologist, professional librarian, engineer | ☐ 5 |
| Managerial - e.g. office manager or supervisor | ☐ 6 |
| Instructional - e.g. educational assistant, lifeguard | ☐ 7 |
| Other | ☐ 8 |

3. Are you: Male ☐ 1 Female ☐ 2

4. What is your age?

| | | | |
|---|---|---|---|
| 24 years or younger | ☐ 1 | 35 - 44 years | ☐ 3 |
| 25 - 34 years | ☐ 2 | 45 - 54 years | ☐ 4 |
| | | 55 years or older | ☐ 5 |

5. Are you presently working full-time or part-time?

| | |
|---|---|
| Full-time | ☐ 1 |
| Part-time | ☐ 2 |

IF "PART-TIME" YOU MAY SKIP THE REST OF THE QUESTIONS

6. Do you work on a 12 month year? Yes ☐ 1 No ☐ 2

   If "YES", would you want to work on a 10 month (i.e. academic) year? Yes ☐ 1 No ☐ 2

. . . . . .

7. (I) Would you want to work part-time now on a regular basis? Yes ☐ 1 No ☐ 2

   (II) Was there a time in the past when you would have wanted to work part-time? Yes ☐ 1 No ☐ 2

   (III) Do you think you would want to work part-time in the future? Yes ☐ 1 No ☐ 2

IF YOU ANSWERED "YES" TO ANY PART OF QUESTION 7, PLEASE CONTINUE WITH THE QUESTIONS ON THE FOLLOWING PAGE.



IF YOU ANSWERED "NO" TO ALL THREE PARTS OF QUESTION 7, YOU MAY SKIP THE REST OF THE QUESTIONS.

8. How many hours per week would you like (have liked) to work:

- 7 to 14 hours per week ☐1
- 15 to 21 hours per week ☐2
- 22 to 28 hours per week ☐3
- full-time, but not for a full year ☐4

9. Your major reason for interest in part-time is because of:

- child care responsibilities ☐1
- other family responsibilities ☐2
- desire for further education ☐3
- interest in a second job ☐4
- poor health ☐5
- hobbies and other interests ☐6
- OTHER _____ ☐7

10. For how long would you want (have wanted) to work part-time?

- for a period of 6 months ☐1
- for 1 year ☐2
- for 1 to 5 years ☐3
- for 5 to 10 years ☐4
- for more than 10 years ☐5

11. If you currently want to work part-time, do you know another employee who might also want to work part-time and who would be able to share your job?

Yes ☐1 No ☐2

12. If part-time work is made available, fringe benefits will most likely be reduced proportionately (i.e. pro-rated). However, it may be necessary to give up some benefits entirely.

For each of the following fringe benefits, answer "YES" if you would be willing to give it up entirely in order to work part-time; answer "NO" if you would not.

| | | | |
|---|---|---|---|
| i. | paid sick leave | Yes ☐1 | No ☐2 |
| ii. | paid vacation | Yes ☐1 | No ☐2 |
| iii. | paid statutory holidays | Yes ☐1 | No ☐2 |
| iv. | private pension plan (OMERS) with the Board matching employee contributions | Yes ☐1 | No ☐2 |
| v. | group life insurance with the Board paying 2/3 of the cost | Yes ☐1 | No ☐2 |
| vi. | Blue Cross Extended Health Care with the Board paying the entire cost | Yes ☐1 | No ☐2 |
| vii. | Ontario Health Insurance Plan (OHIP) with the Board paying the entire cost | Yes ☐1 | No ☐2 |

ANY OTHER COMMENTS?

APPENDIX B

QUESTIONNAIRE FOR FORMER EMPLOYEES

A. For how long were you a Board employee?
1. Less than 1 year
2. 1 to 5 years
3. 5 to 10 years (6)
4. 10 to 15 years
5. More than 15 years

B. What was your job? _____

_____

_____

In what category would you place it:

1. Clerical & Office -- e.g., secretary, messenger, bookkeeper
2. Maintenance & Trades -- e.g., carpenter, matron, driver, foreman
3. Food Services -- e.g., cafeteria worker
4. Technical & Semi-professional -- e.g., teaching aids technician, draftsman, stationery engineer, data processing worker, library worker (7)
5. Professional -- e.g., psychologist, professional librarian, engineer
6. Managerial -- e.g., office manager or supervisor
7. Instructional -- e.g., educational assistant, lifeguard
8. Other

C. How old were you when you left?
1. 24 years or younger
2. 25 to 34 years
3. 35 to 44 years (8)
4. 45 to 54 years
5. 55 years or older

D. Your major reason for leaving the Board was to:
1. take another job
2. raise a family
3. fulfil other family responsibilities (9)
4. pursue further education
5. pursue hobbies or other interests
6. poor health
7. other (please explain)

_____

_____

E. When you left the Board, were you working full-time or part-time?
1. full-time (10)
2. part-time

[If PART-TIME, you need not continue with the rest of the questions.]

F. At the time you left, would you have wanted to continue with your job part-time (less than 35 hours per week)?
1. YES (11)
2. NO

Former Employees, Page 2

G. Would you want to work at that job part-time now?
1. YES
2. NO
(12)

H. Would you want to work at that job part-time in the future?
1. YES
2. NO
(13)

I. Would you have stayed with the Board full-time if more reliable child-care services had been available?
1. YES
2. NO
(14)

J. Are you now:
1. employed full-time
2. employed part-time
3. studying
4. not employed outside the home
(15)

K. If part-time work is made available, fringe benefits will most likely be reduced proportionately (i.e. pro-rated). However, it may be necessary to give up some benefits entirely.

For each of the following fringe benefits, answer YES if you would be willing to give it up entirely in order to work part-time; answer NO if you would not.

| | | | | | | |
|---|---|---|---|---|---|---|
| i. | paid sick leave | 1. | YES | 2. | NO | (16) |
| ii. | paid vacation | 1. | YES | 2. | NO | (17) |
| iii. | paid statuatory holidays | 1. | YES | 2. | NO | (18) |
| iv. | private pension plan (OMERS) with the Board matching employee contributions | 1. | YES | 2. | NO | (19) |
| v. | group life insurance with the Board paying 2/3 of the cost | 1. | YES | 2. | NO | (20) |
| vi. | Blue Cross Extended Health Care with the Board paying the entire cost | 1. | YES | 2. | NO | (21) |
| vii. | Ontario Health Insurance Plan (OHIP) with the Board paying the entire cost | 1. | YES | 2. | NO | (22) |

ANY OTHER COMMENTS?

PLEASE RETURN THIS FORM TO THE BOARD IN THE ENCLOSED ENVELOPE.